

STANDARD FORM NO. 64

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 September 1957

FROM : Chief, Orientation Faculty, IS

SUBJECT: Weekly Activities Report #38, 11 September - 17 September 1957

## 1. Significant Items:

a. The first CIA Support Exhibit on 12 September went off smoothly and successfully. The Offices of Security, Logistics, Personnel, Comptroller, and Training and the Medical and Management Staffs took part with completed exhibits and the Audit Staff with a temporary one. The Exhibit compares very favorably in attractiveness and polish with the long-established Intelligence Products Exhibit.

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b. Credit is due to all who took part but, most especially, to [ ] who coordinated all phases of its preparation from inception to conclusion and put the Exhibit on two weeks ahead of the original deadline. The work of Mr. [ ] and the Visual Aids Section in producing six completed individual exhibits in a matter of thirty-four days was likewise an exceptional performance. As an example of the amount of work that went into the physical preparation of the exhibits, [ ] alone had some one hundred odd hours of overtime.

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## 2. Other Activities:

a. Intelligence Orientation #13 ended on Friday, 13 September. The student critiques were highly commendatory of the conduct and content of the course.

b. Two new individual exhibits have been added to the Intelligence Products Exhibit, replacing obsolete ones. These are exhibits for the Office of Research and Reports and the Industrial Register, Office of Central Reference.

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c. [ ] an OSI Consultant, attended two of the Intelligence Orientation seminars.

d. The evacuation of the auditorium during the fire drill on 11 September was successful. The fire drill plan used will be incorporated into regular briefings for subsequent classes.

e. All career preference conferences with members of the IO Staff have been completed.

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f. [ ] reviewed a film on Africa for possible Agency retention.

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3. Personnel Notes:

a. [ ] is on compensatory leave until Monday, 23 September.

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b. [ ] is on annual leave until Monday, 23 September.

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